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RECORDS MANAGEMENT DIVISION

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23 FEB 1956  
File

MEMORANDUM FOR: Chief, Management Staff  
FROM : Chief, O&M Staff (DD/P Area)  
SUBJECT : DD/P Area Weekly Report for Period 16 February  
Through 22 February 1956

1. T/O Proposals Processed: The ISS T/O representing [ ] positions was processed and submitted to the Chief, Management Staff.

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2. T/O Proposals in Process: A total of eight (8) T/O proposals are in process. Three (3) of these represent major DD/P elements (WH, EE, and PPO), the remaining five (5) represent lesser actions.

3. Study of Staff Employee and Staff Agent Procedures and Policies: Agency level processing flow charts for staff employees and staff agents have been started. The Chief, FI Plans Division and Chief, FI Plans Project Branch have given verbal approval for processing the FE test case for assignment to an FI project. The personnel action has been cut and is being walked through. Processing estimated to require 3 weeks as against an average of 6 weeks for routine actions.

4. MS Project 6-7 "Study of Possible Merger of the Cable Secretariat and the Signal Center": No further development. General [ ] has withheld concurrence since 19 January 1956.

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5. Manpower Control System: Awaiting re-slotting study by Office of Communications.

6. MS Project 6-19 "Study of OTR Clerical Training": No progress made during this period. Work on this project is suspended until projects of higher priority have been completed.

7. MS Project 6-18 "Study of Delays in Pouch Service": A draft of a final type report of the facts developed in the study of transit time delays and recommended corrective measures to reduce the delays was submitted to the Chief, Management Staff. Coordination with Security and MPD has not been effected. The collection of additional facts affecting transit time continues.

8. SR Division: Both the SR Headquarters and Field T/O's have been reduced to the official ceiling figure. SR Division has requested management to interview appropriate officers in other Area Divisions

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to determine which ceiling positions, if any, currently controlled by these other divisions should be forfeited to the SR Division.

9. Several projects are backlogged because of lack of personnel to assign to them at this time. The major ones are:

a. Review of Inspection Report made by Chief, Audit Staff of all stations in South America with particular respect to needs for hand operated calculating machines and the administrative burden of reports. (Project received from SSA - DD/S)

✓ b. Review of DD/P division comments on a proposed Reports Control Program and prepare recommendations re:

(1) Is a DD/P Reports Management Program economically feasible?

(2) Where, organizationally, should controls be established?

(3) How many estimated man hours are required at each level of control?

(4) What implementing procedures are necessary at each level of control?

(5) Which staff element should be assigned the responsibility of exercising DD/P staff supervision? (Project received from SSA - DD/S)

c. Study of FI/RI staffing requirements in light of assumption by CIA Library of the function of distribution of periodicals, subscription magazines, foreign newspapers, etc. (Project received from SSA - DD/S)

✓ d. Study of RI and Area Division logging and receipting procedures. Projects requested by RI in commenting on Employee Suggestion No. 2161.

e. Preparation of report to Central Cover Branch, FI Staff on Non-Official Foreign Cover Survey. (Memo received from Chief, Central Cover Branch.)

✓ f. The SSA-DD/S has requested that a Forms Control Program be developed for the DD/P including answers to the following questions:

(1) Is a DD/P Forms Control Program economically feasible?

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(2) Where, organizationally, should controls be established?

(3) How many estimated man hours are required at each level of control?

(4) What implementing procedures are necessary at each level of control?

(5) Which staff element should be assigned the responsibility of exercising DD/P staff supervision for forms control.

[Redacted]  
Chief, O&M Staff (DD/P Area)

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